

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 31 July 1952

FROM : Chief, Clerical Training Branch

SUBJECT: Weekly Summary Report

1. This week I have been sitting in on [REDACTED] course at Alcott (four lectures on management and supervisory principles) from 10:45 - 11:45 every day.

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2. I have also been sitting in on [REDACTED] Secretarial English class. As opposed to the somewhat remedial-type person we had the last time, this group is composed of unusually alert and capable steno's wanting to pin point grammatical and punctuation rules.

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3. [REDACTED] are also trying out a ten hour course for clerical employees who come into the Agency with a complete clearance and go directly to their offices with no orientation or training from us. I am again convinced that such a course given while a girl is on the job is the most functional kind of training we can give.

4. The enrollment in the Clerical Induction Training courses is far lower at this time than was predicted and anticipated. It is a good time for staff to be taking vacations and working on new courses. After Labor Day we expect to be busier.

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